Creating your MyCVT Portal Account:

1. Go to https://mycvt.cvtrust.org
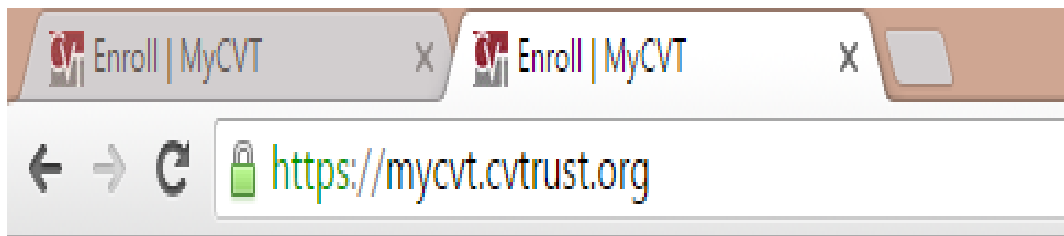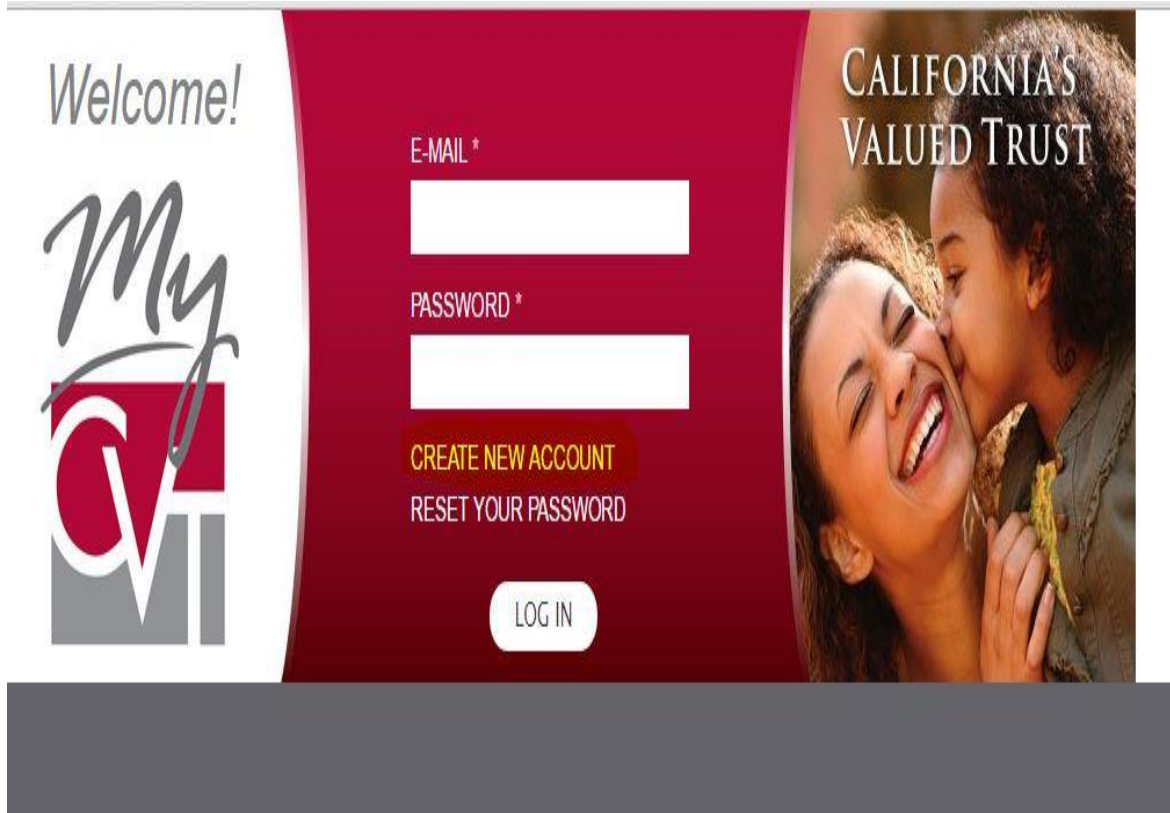

2. Click on **CREATE NEW ACCOUNT (Highlighted)**

3. Enter all required information. (Anything with an * is required)
   - **WHEN CHOOSING AN EMAIL ADDRESS TO USE, PLEASE USE THE EMAIL ADDRESS YOU CHECK THE MOST OFTEN.**
   - **Make sure you write down the E-mail and password you chose!!!!**

4. When choosing a **PASSWORD**, please make sure you follow the **PASSWORD REQUIREMENTS:**

Password *

Password compliance:

Confirm password *

Provide a password for the new account in both fields.

Passwords must match 3 out of the 4 following requirements -

- Password must have at least 1 digit(s).
- Password must have at least 6 character(s).
- Password must have upper and lower case letters.
- Password must have at least 1 symbol(s).

5. **SCHOOL DISTRICT –** Make sure you select **Tehama County Department of Education**

Enroll | MyCVT

https://mycvt.cvtrust.org/user/register

Provide a password for the new account in both fields.

Passwords must match 3 out of the 4 following requirements -

- Password must have at least 1 digit(s).
- Password must have at least 6 character(s).
- Password must have upper and lower case letters.
- Password must have at least 1 symbol(s).

Social Security Number *
Enter your SSN *

Confirm *

School District *

Tehama County Department of Education

Susanville Elementary SD
Sutter County SOS
Tahoe Truckee Unified SD
Tehama County Department of Education
Temecula Valley Unified SD
Thermalito Union Elementary SD
Tracy Joint Unified SD
Trinity Alps Unified SD
Tulelake Basin Joint USD
Tuolumne County SOS

6. There are **THREE** choices to select for Employee Type:
   - **CERTIFICATED -** Anyone who is part of the CTA (California's Teachers Association)
   - **CLASSIFIED –** Anyone who is part of the CSEA (California Schools Employees Association)
   - **M/C OTHER – ALL** unrepresented employees – Admin, Classified Management, **(CL Management)**, Certificated Management (**CE Management**) and the Office Technical Unit (**OTU**)
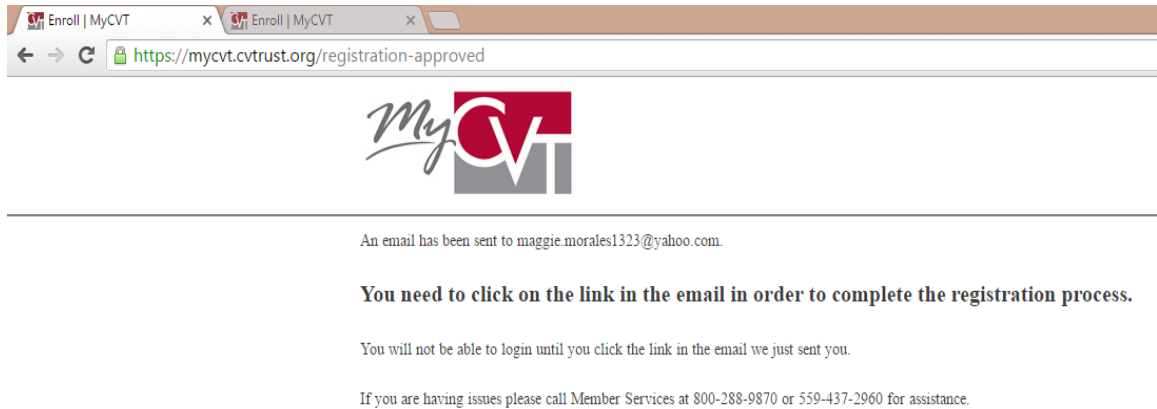

7. Once You have filled out the form, please click on **and** read Terms & Conditions, before checking the Acceptance box and clicking "**CREATE NEW ACCOUNT"**

8. Once you have clicked on "**CREATE NEW ACCOUNT"** you will be directed to a screen that asks you to verify your **DATE OF BIRTH.** Make sure you enter the data correctly. Select **"VERIFY"**, after you have entered in your Date of Birth information.

9. After choosing **"VERIFY",** you will be taken to a screen that says "An email has been sent to (email address you used to sign up with). " Follow the directions which are in **BOLD.**

An email has been sent to maggie.morales1323@yahoo.com.

You need to click on the link in the email in order to complete the registration process.

You will not be able to login until you click the link in the email we just sent you.

If you are having issues please call Member Services at 800-288-9870 or 559-437-2960 for assistance.

10. You will receive an email confirmation from **MyCVT** with a subject line of **Account Details for (email address used) at MyCVT.**

11. **Open Email**

Account details for maggie.morales1323 at MyCVT

MyCVT <mycvt@cvtrust.org>
To maggie.morales1323@yahoo.com

maggie.morales1323,

Thank you for registering at MyCVT. You may now log in by clicking this link or copying and pasting it to your browser:

https://mycvt.cvtrust.org/user/reset/22320/1462817395/CNcgzJztjOLI7okjRzoiKabXA7Pbdt-HbPIWV89BT0M

This link can only be used once to log in and will lead you to a page where you can set your password.

-- MyCVT team

12. Click the blue link, or copy and paste it to your browser:

https://mycvt.cvtrust.org/user/reset/22320/1462817395/CNcgzJztjOLI7okjRzoiKabXA7Pbdt-HbPIWV89BT0M

13. By clicking the link you will be taken to a page that looks like this:

14. If you are not directed to the above page, and an error comes up stating that you have already logged in once, instead of continuing to try and log in, call Member Services at (800)-288-9870. They are very helpful, and will resolve the issue in a timely manner.

Please Note:
If you want individual assistance in plan selection and the enrollment process; Dave from CVT will be here 8:30am – 5:00pm on May 10th (Library) and May 11th (Admin Office). No appointment necessary, however, Dave will be taking a lunch from 12pm – 1pm both days.

Also, if you do not have a computer or internet access, computers will be set up in HR Conference Room and in IT from now until the end of May.